



COMMUNITY PARTNERSHIP FUND – FY 2024

Background:

The Office of Family Safety (OFS) is seeking applications for grants to assist Davidson County victims of interpersonal violence such as domestic violence, sexual assault, human trafficking, stalking, child abuse, elder abuse, and stalking. OFS invites organizations and working to end gender-based violence to apply for funding. Priority is given to those applications filling a gap in services for marginalized and underserved populations. Priority is also given to those applications that have an active on-site collaborative working relationship with the JCAC/FSC staff and clientele.

Primary Goals & Outcomes of Interpersonal Violence targeted CPF funds:

Goal: To better meet the **crisis** needs of victims of domestic violence, sexual assault, human trafficking, child abuse and elder abuse that are not otherwise provided by Metro Nashville Government and are not sufficiently provided for by other community agencies.

Outcomes:

Distribution of CPF Funds:

- A. Non-profits that have previously received CPF Funds may apply for funding up to **\$50,000**.
- B. Nonprofits that have not received CPF funds may apply for funding up to **\$10,000**.
- C. OFS has the discretion to award more than \$50,000 per non-profit if the proposals received are not sufficiently competitive. In such an instance, OFS will work with select applicants to revise the awarded agency's proposed scope of work and budget accordingly.

Priority will be given to agencies who do not currently receiving funding from Metro (Direct Appropriations, ARP, Community Safety, etc.) this fiscal year (FY'24).

Legal Basis for Grants:

TCA 7-3-314 & 6-54-111.

Eligibility

- 501(c)(3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

- Applicant must have been in existence for at least three (3) years by application due date and total funding requested from Metro must not exceed 20% of total revenue for the latest fiscal year.
- Recipient must provide a copy of an audit conducted by a certified public accountant for latest complete fiscal year and be in compliance with contract requirements of grant awards from Metro in any previous years. This requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.
- Recipient must have an updated profile in GivingMatters, a non-profit database maintained by the Community Foundation of Middle Tennessee. [Giving Matters](#)
- **Funded programs must be a current MOU partner with Metro's Office of Family Safety for a minimum of 2 consecutive years or a contracted partner with OFS within the last 2 years.**
- Funded programs must have a minimum of a 1-year history of working collaboratively with Metro's Office of Family Safety in two (2) of the following areas:
 - Staff members stationed at the Family Safety Center or Jean Crowe Advocacy Center on a scheduled and recurring basis;
 - Active member and contributing participant on one of OFS' Coordinated Community Response Teams
 - Sexual Assault Taskforce
 - Human Trafficking Collaborative
 - High Risk Intervention Panel
 - Strangulation Response
 - Training & Outreach Committee
 - FSC Advisory Committee
 - DADRT
 - Firearm Dispossession
 - Meeting needs of FSC children
 - History of producing work product for or providing co-trainings with OFS and/or the Family Safety Center

Application & Award Timeline:

Call for proposals released	August 10, 2023
Email "Intent to Apply"	August 18, 2023
Proposal Application Submission Deadline	August 30, 2023
Award Notification	September 1, 2023
Signed Contract, budget, and disclosures due to OFS	September 8, 2023
Council Meeting for contract execution	October 3, 2023
Award Start Date	July 1, 2023

Administration of CPF funds:

Metro's Office of Family Safety will administer the grant process and oversee contracts as well as fiscal and programmatic auditing.

Mandatory Program Requirements

Grant Conditions:

- Funding can only be used for program specific operating expenses and not for general agency administrative expenditures such as main office rent and utilities, main office printing and postage, main office administrative expenses.
 - If applying for materials and services:
 - Funds must be used by beneficiaries
 - If applying for Equipment
 - Funds must be used to deliver services to the beneficiaries
 - If applying for staff or supervision of staff
 - Staff must be providing services to beneficiaries.
 - If positions funded are a supervisory role, the portion/percentage of salary must be tied directly to the program. (example – if 20% of time is spent on funded program, then 20% of salary is allowable).
- Depreciation is not allowed as an expense.
- Funding cannot be used for capital projects (e.g. construction and/or renovations).
- Indirect costs are not permitted.
- Funding cannot be used for food and beverages provided to agency staff and supporters.
- Funding cannot be used for printing/mailing of agency materials unless provided to clients served under this grant.
- If subcontracting, an additional contract must be executed.
- Funds must be spent by June 30, 2024.

Technical Assistance

Any Technical assistance questions should be directed to **Dolly Cook**

(dollycook@jnsnashville.gov) and **LaToya Townsend** (latoyatownsend@jnsnashville.gov)

Budget and Spending Plan

Funds may be used to support project activities such as costs related to salaries, design/printing of materials, supplies, etc. but, may not be used for operational support for existing projects and activities that are not directly related to the proposed initiative.

Please use the budget form and include a brief budget justification for each line item that explains the rationale for the funds requested in the budget.

(see [CPF Required documents](#))

Written Proposal Requirements

- Narrative is limited to 15 pages and should be written in Ariel 12-point font, single spaced using the project template.
- Budget and Budget Justification budget form
- Proposal Presentation (at OFS' discretion)
- Documentation that supports the eligibility requirements
 - Proof of 501(c)(3) Status

- Years in existence
- Copy of an audit conducted by a CPA for the latest complete fiscal year
- Be in compliance with contract requirements of grant awards from Metro

Submissions:

- Email "intent to apply" **Dolly Cook** (dollycook@jnsnashville.gov) & **LaToya Townsend** (latoyatownsend@jnsnashville.gov) by **August 18, 2023**.
- Email all CPF and Direct Appropriation Applications to: Dolly Cook & LaToya Townsend by **August 25, 2023, at 3:00 PM CST**.

Proposal Review Criteria

Selection of award recipients will be determined by a review panel based on the following type of criteria:

Section		Key Content
Responsiveness to the grant guidelines & requirements		Completeness of application and adherence to guidelines and requirements
Ability to meet an underserved/heightened need for target population		Description of the underserved/heightened need(s) and how these funds will directly meet those needs and reduce delay, inconvenience or lack of services available for the target population
Clarity and achievability of goals and activities –		Description of projects goals and specific activities need to take place to accomplish those goals.
Achievability and impact of stated outcomes and impact on community if funds are not awarded.		Description of how you will measure/quantify how these funds will be used to improve public safety and the well-being of the target population.
Evaluation & Monitoring plan		<p>Describe how you will evaluate your project throughout the grant period to ensure funds are being appropriately and successfully utilized.</p> <p><i>Description of what you will do to track the progress of your initiative, including operations and budget to ensure funds being used for grant purpose and target population.</i></p>

Section		Key Content
Management Plan		Description of your team's experience in programmatic and fiscal management in the specific area of work proposed.
Collaboration		Level of collaborative work between applicant agency and proposed project with Nashville's two-Family Safety Centers, OFS and its partnerships including prioritization of high risk Family Safety Center clients.
Timeline		A timeline that illustrates your anticipated milestones for completion. These are key steps that must occur and anticipated dates for completion
Sustainability		Agency plan after June 30, 2024
Eligibility criteria and documentation Plan		Plan for ensuring funds are only used to provide relief to those individuals residing in Nashville-Davidson County
Budget		Description of how the funds will be used including dollars requested, total cost, budget estimates by category (capital, operations, staff, etc.).
History (extra credit)		Effective use of past CPF and Direct Appropriation awards in terms of number of Davidson County Residents assisted and funds used. * New applicants will not be adversely affected by a lack of extra credit.

Payments:

Commented [TL1]: Add metro disclosure and manual

- Grant Payments -Reimbursement basis only.
- Payments made quarterly.

Reporting requirements:

- Performance Metrics will be due quarterly
- **Two (2)** programmatic reports required
 - Dates to be determined
 - Final Program Report due 45 days after end of contract term.
- Annual Expenditure report – due 45 days after the end of the contract term.

Monitoring:

- Programs will be monitored fiscally and programmatically by OFS.